

Greater Kolkata College of Engineering and Management

Minutes of the 16th Meeting of IQAC (Internal Quality Assurance Cell)

Date: 16th April, 2024

Time: 3.00 PM

Venue: Principal's Room

The following members were present:

Sl No.	Name	Designation
1	Prof. Mahuya Das	Principal and Chairperson
2	Dr. Anubrata Mondal	HOD- EE, and Coordinator
3	Mr. Gopal Chakraborty	TIC -BS & HU - Member
4	Dr. SkTanbir Islam	HOD- ME - Member
5	Dr. Pijush Dutta	HOD- ECE- Member
6	Mr. Subhojit Chattaraj	HoD-CE - Member
7	Ms. Antara Ghosh	TIC-CSE-Member
8	Mr. Sandip Sarkar	Faculty Member, CE - Member
9	Dr. Biswajit Gayen	Faculty Member, BS & HU- Member
10	Mrs. Sujata Dutta	TPO, T&P Cell - Member
11	Mr. Subhradeep Banerjee	T&P Cell - Member
12	Mr. Rajarshi Chakraborty	Faculty Member, ME - Member
13	Dr. Somdatta Pal	Faculty Member, ECE-Member
14	Mr. Subhasish Saha	Faculty Member, BS & HU - Member

Member Absent:

Sl No.	Name	Designation
1	Mr. Rakesh Naskar	Industry Person, Sarn Solar Solution Pvt. Ltd.
2	Mr. Sujoy Sarkar	Industry Person, Sircon Engineering Services
3	Mr. Gour Gopal Jana	OIC, Faculty Member, ECE-Member

Permanent Invitee Present:

Sl No.	Name	Designation
1	Mr. Sourav Chatterjee	Asst. Registrar
2	Ms. Nibedita Shee	Asst. Librarian, GKCEM

The 16th IQAC (Internal Quality Assurance Cell) started with the Hon'ble Chairperson welcoming all the members of the IQAC.

Narration about the Meeting in brief:

The meeting was held on notice regarding the proposed Internal Quality Assurance of college for the even semester, 2023-2024 academic year.

After that, the agenda items were discussed elaborately before the members by the Secretary/Convenor:

Agenda:

1. Confirmation of the Minutes of Fifteenth IQAC meeting held on 16.04.2024
2. Action taken report of the resolutions taken in the Fifteenth IQAC meeting held on 16.04.2024
3. Curricular Planning and Implementation
4. Review of R & D activity
 - (i) Research Facilities
 - (ii) Consultancy
 - (iii) Grants
 - (iv) Patents
 - (v) Publication
5. Finalization of R & D goals for the forthcoming Academic Session
6. Analysis of the performance of all statutory committees
7. Report on the Best Practice developed by the institute
8. Miscellaneous

Prof. Mahuya Das, Principal and Chairperson of the cell chaired the meeting.

The agenda items were taken up for discussion with the permission of the chair and all the members have unanimously agreed with the following points.

Proceedings:

Agenda 01

Confirmation of the Minutes of Fifteenth IQAC meeting held on 16.04.2024:

The minutes of the Fifteenth IQAC meeting held on 16.04.2024, circulated earlier to all the members, were unanimously accepted and confirmed by all the members.

(The minutes of the Fifteenth IQAC meeting is attached as Annexure-I)

Agenda 02

Action taken report of the resolutions taken in the Fifteenth IQAC meeting held on 16.04.2024:

The ATR of the Fifteenth IQAC meeting is attached as Annexure-II.

Resolution:

After thorough discussion it was unanimously accepted by all members of the IQAC Meeting.

Agenda 03

Curricular Planning and Implementation

Curricular Planning is concerned with making decisions about what to learn, why, and how to organize the teaching and learning process, considering existing curriculum requirements and the resources available.

- Hence, all the departments should continue the online classes to ameliorate the teaching-learning process.
- Departmental Committee Meetings should be conducted every month as usual.
- It was discussed in the meeting that as soon as the MoU contractual date expires, it should be renewed immediately.
- It was decided that the BoS meeting should be conducted within September 2024. All the BoS members must be informed. Syllabus modification and introduction of subjects should be changed through BOS for the upcoming semester.
- Monthly colloquium:
 - August '24-ECE Dept-4th Week of August 2024
 - September '24-EE Dept- 4th Week of September,2024
 - October '24-CE Dept- 4th Week of October, 2024
 - November '24-ME Dept- 5th Week of November, 2024
 - December '24-CSE Dept- 3rd Week of December, 2024
 - January '25-BS&HU Dept- 4th Week of January, 2024

The rest of the dates will be confirmed shortly.

- Student's curriculum: The Chairperson suggested inculcating an *open-ended project* to encourage students to spend more time experimenting, engaging, and exploring without the pressure of creating a picture-perfect craft. The project may involve one or a group of students from each department.
- For BCT, ideas may be collected from Alumni.
- *SWOT* is the best possible way that a person uses to conduct their activities more efficiently and smoothly. Therefore, all the departments were requested to submit departmental SWOT. Faculty-wise individual SWOT analyses should be done. All the HoDs and TICs were requested to conduct their SWOT activities individually.
- Peer-teaching: For good communication and collaboration between students (advanced learners and slow learners), it was advised by the chairperson to continue *Peer-teaching* as it is considered one of many effective education methods.
- All the departments were asked to take the responsibility for publishing the *Departmental Newsletter* once per semester and the *Departmental Magazine* once every year.
- As per the discussion in the BoG meeting, introduction of the Smart class is highly recommended.
- Faculties were instructed to upload necessary data into the LMS portal within a stipulated time.

Resolution:

After thorough discussion it was unanimously accepted by all members of the **IQAC Meeting**.

Agenda 04

Review of R & D activity:

- ❖ No. of Guest Lecture delivered by faculty: 01
- ❖ No. of Publication of faculty: 10
- ❖ No. of ongoing Research Project: 01
- ❖ No. of PG student guided by the faculty: 01
- ❖ No. of Copyright/ Patent: 06
- ❖ No. of Departmental Webinar: 06
- ❖ No. of FDP organized: 01

Resolution:

After thorough discussion it was unanimously accepted by all members of the IQAC Meeting.

Agenda 05

Finalization of R & D goals for the forthcoming Academic session:

- All the necessary documents and *R & D reports* were submitted in the meeting.
- Department-wise *R & D goals* will be set or fixed by the Principal Madam shortly.
- Any Department in collaboration with the institute may organize an *Academic Allowance*.

Resolution:

After thorough discussion it was unanimously accepted by all members of the IQAC Meeting.

Agenda 05

Analysis of the performance of all statutory committees:

The reports of the *statutory and non-statutory committees* were submitted in the meeting as Annexure-III.

Resolution:

After thorough discussion it was unanimously accepted by all members of the IQAC Meeting.

Agenda 06

Report on the Best Practices developed by the institute:

Best practices are a set of guidelines, ethics, or ideas that represent the most efficient course of action. Institutional Best Practices are already in practice such as Staff Birthday Celebration but Academic Best Practices need to be regularized. A suggestion was given on Student's Colloquium as best practice and it was advised to practice regularly.

Resolution:

After thorough discussion it was unanimously accepted by all members of the IQAC Meeting.

Agenda 07

Miscellaneous:

(i) Student Welfare Committee:

A new committee was formed in the meeting named the *Student Welfare Committee*. Ms. Subarnarekha Pal, AP-English, GKCEM, will act as the SPOC of the Students' Affairs with effect from 01.08.2024, and Mr. Rudrajit Dutta, AP-EE, GKCEM, will vow to act as the Student's Coordinator with effect from 01.08.2024.

(ii) Requisition for building machines and cleanliness:

A formal request specifically on building machines was raised in the meeting.

It is extremely important to have good cleanliness practices in an educational institute but it was observed that the sanitation of the institute is unsatisfactory so a complaint was raised in the meeting.

Resolution:

After thorough discussion, it was unanimously accepted by all members of the IQAC Cell.

There being no other issues, the meeting ended with a vote of thanks to the chair.

Anebrata Mondal
.....23/9/24

Name & Signature of
Convenor with Date



Mon 23/9/24

Name & Signature of
Chairperson with Date

PRINCIPAL
Greater Kolkata College of
Engineering & Management
Baruipur, 24 Pgs. (5), W.B.



(Approved by AICTE and affiliated to MAKAUT (formerly WBUT) and WBSCTE)

Action Taken Report of 15th IQAC Meeting dtd: 16.04.2024

Item no	Item Decision	Action taken	Remarks (If required)
15.1	Review of Last Meeting	Implemented	NA
15.2	Analysis of the feedback from stakeholder for ODD semester	Report attached	Analysed to take necessary action <ul style="list-style-type: none"> • Student Counselling • Peer Teaching
15.3	Result analysis for ODD semester	Report attached	Analysed to take necessary action <ul style="list-style-type: none"> • Identified Slow Learner & Advance Learner • Remedial Class & Gap Analysis
15.4	Review of requirements- Building, Laboratories, Library, Faculty and Staff	Implemented and to be continued	<ul style="list-style-type: none"> • Lab. Equipment installed in CE ME and EE. Purchase PC for CSE • Two New faculty joined in dept. of CSE
15.5	Review of Extra Curricular, Co-Curricular, Social Services, Extension and Student Club activities	Implemented	Number of participants increased.
15.6	Review of MOU (New & Existing)	Continuous Process	5 MOU's already Implemented
15.7	Review of FDP/International Seminar/National Seminar Workshop organized by the institute	Implemented	Report Published for National Conference & FDP held from 15 th July to 19 th July 2024
15.8	SWOT of the institution with reference to Audit conducted	Under Process	Published within August 2024

Checked by:



Approved by:

Prof. Mahuya Das

Chairperson IQAC
Greater Kolkata College of
Engineering & Management
Barulpur, 24 Pgr. (S), W.B.